

**DEPARTMENT OF CHILDREN AND FAMILIES  
COMMUNITY HOUSING ASSISTANCE PROGRAM (CHAP) CONTRACT**

*This is a binding contract between the Participant* \_\_\_\_\_

*and the Department of Children and Families (DCF), currently represented by*  
\_\_\_\_\_ *the Adolescent Specialist.*

This contract is binding during the dates listed below (which cannot exceed six months). Future contracts shall be created and signed by all parties during Participant's stay in the Community Housing Assistance Program. Failure to have an up-to-date contract will jeopardize Participant's right to any benefits afforded through CHAP.

This contract is binding beginning \_\_\_\_\_

through \_\_\_\_\_

(Date)

(Date)

**This contract is subject to change if:**

- (a) any part of it becomes contradictory to future policies or procedures adopted by the Community Housing Assistance Program (CHAP);
- (b) any part of it becomes contradictory to future rules, policies or procedures enacted by governing bodies; or
- (c) said change is negotiated and signed by Participant and Adolescent Specialist and, if appropriate, the CHAP Community Case Manager.

**I. Participant's responsibilities**

A. Participant will reside at the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***\* If this address changes, or if anyone other than Participant is residing, frequenting or sleeping in the CHAP home, Participant agrees to notify his or her Adolescent Specialist (and Case Manager if applicable) within 72 hours.***

B. Participant will attend a full time educational or vocational program regularly and continuously.

\_\_\_\_\_  
Educational/Vocational Program

\_\_\_\_\_  
(attendance dates)

C. Participant agree to accumulate 40 productive hours per week that will include: educational or vocational program, study hours, work and any of the following activities: counseling, volunteer and civic activities and parenting classes or groups. Additional activities must be approved by the Adolescent Specialist.

Participant will participate in the following activities for 40 hours per week: (please break out each activity and number of hours per activity to equal 40 hours). Ten of the 40 hours must be dedicated to a part-time job, internship, training or apprenticeship OR an approved volunteer opportunity.

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D. Participant will apply for financial aid in a timely fashion (with assistance from Adolescent Specialist).

E. Participant will remain in good academic standing each semester (as defined by the educational or vocational program).

F. Participant will submit each semester's grades and progress reports to the Adolescent Specialist  
within 72 hours of receipt.

G. Participant has completed or is enrolled in the following life skills program:

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H. Participant will deposit 50% of earned income into an interest-bearing savings account.

Savings amount: \$ \_\_\_\_\_ As of: \_\_\_\_\_

I. Participant will meet with Adolescent Specialist at least once a month at Participant's residence (unless Participant attends school out of state).

J. Participant agrees to be actively involved in the following additional activities:

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- K. Participant will inform the Adolescent Specialist within 72 hours of any major changes in Participant's situation including but not limited to: quitting or losing a job, leaving an educational or training program, moving.
- L. Participant will agree to actively prepare for his or her transition from DCF care.

## **II. DCF Adolescent Specialist's Responsibilities**

- A. Additional Specialist may provide Participant with start-up living costs:
  - \$ \_\_\_\_\_ for housewares (maximum \$150)
  - \$ \_\_\_\_\_ for food (maximum \$100)
  - \$ \_\_\_\_\_ for furniture (\$1500 maximum)
- B. Adolescent Specialist will initiate the subsidy payment each month. The current subsidy amount is \$ \_\_\_\_\_ per month for the first \_\_\_\_\_ months.
- C. Adolescent Specialist may provide a one-time apartment deposit:  
(first and last month's rent) \$ \_\_\_\_\_
- D. Adolescent Specialist will provide a medical card to Participant for the duration of Participant's involvement in CHAP.
- E. Adolescent Specialist will meet with Participant twice a month. One meeting will take place in Participant's place of residence.
- F. Adolescent Specialist will collaborate with Participant on housing, education, employment and identifying permanent family and adult life-long connections.
- G. Adolescent Specialist and Participant will review the latter's budget expenditures monthly.
- H. Adolescent Specialist will monitor Participant's school attendance.
- I. Adolescent Specialist will monitor Participant's savings account.
- J. Adolescent Specialist and Participant will review the Transitional Living Case Plan, address issues as needed and document Participant's plan and progress towards transitioning from care each September or more frequently.

### III. General Provisions

- A. Adolescent Specialist and Participant will review this contract every three months (unless a more frequent review is required or requested).
- B. If Participant has a Case Manager, the Case Manager's duties shall be outlined in Attachment A to this contract.
- C. This contract will be signed every six (6) months in as part of the Administrative Case Review process.

### IV. Additional Information

Please add any additional information, conditions or requirements here: \_\_\_\_\_

**This agreement will be reviewed on \_\_\_\_\_ with Participant, Case Manager, and**

**Adolescent Specialist present. Participant will remain eligible for CHAP until Participant's 23rd birthday, or at the end of the school year when Participant turns 23 years as long as Participant continues to meet DCF Policy criteria and remains in good academic standing.**

Projected Discharge Date from CHAP: \_\_\_\_\_

<b>Participant</b>	_____	<b>Date</b>	_____
<b>Case Manager</b>	_____	<b>Date</b>	_____
<b>Adolescent Specialist</b>	_____	<b>Date</b>	_____
<b>Adolescent SW Supervisor</b>	_____	<b>Date</b>	_____
<b>Adolescent Program Manager</b>	_____	<b>Date</b>	_____

## Attachment A

### I. Case Manager's Responsibilities

A. <b><i>The Participant will meet</i></b> with the Case Manager weekly during this contract period, to review and improve skills in the following areas of concern:

**B. The Case Manager shall submit a monthly *Case Manager's Progress Report* to the Adolescent Specialist, the Central Office Adolescent Services representative and the Central Office Credentialing Unit.**

<b>Participant</b>	_____	<b>Date</b>	_____
<b>Case Manager</b>	_____	<b>Date</b>	_____
<b>Adolescent Specialist</b>	_____	<b>Date</b>	_____